

## Conditions of Use of the TECH Integrated Library

# **APPENDIX X: GENERAL RULES FOR THE USE OF LEASABLE STUDY ROOMS AND CLASSROOMS**

1.1 Study Rooms and classrooms may be leased for short periods, namely for an hour or several hours, half a day or a whole day. A Patron may thus reserve a Team Study Room via the reservation system.

When using this service, the Patron must comply with the Manual.

1.2 One condition for the use of the reservation service for the short-term lease of an individual carrel and a Team Study Room is a sufficient balance on the Patron's Financial Account.

1.3 Patrons may use short or long leases of selected types of study room (Balling Hall, computer Study Rooms, Educational Center, the After Hours Study Room, and designated Team Study Rooms and individual carrels). A Patron may only view the reservation system for such Study Rooms (<https://rs.techlib.cz/>), while a binding reservation is made by the responsible NTK staff member ([marketing@techlib.cz](mailto:marketing@techlib.cz), telephone [+420] 776 832 826, 774 079 179 based on a written order (form for download at [www.techlib.cz/en/2717](http://www.techlib.cz/en/2717)). Cash-free payments are made based on issued invoices, and the basis for such invoicing is a confirmed report on the start and end of the lease.

When using this service, the Patron is subject to the instructions indicated in the order form.

1.4 Patrons must check a Study Room before accepting it and report any identified damage, otherwise they will be responsible for, and will fully compensate, all damage caused.

1.5 The NTK building security and the cleaning service enters the protected leased individual carrels to check and clean them on a daily basis.

1.6 It is forbidden to keep food in the Study Rooms when the Patron is not present.

1.7 Operation of the Study Rooms may be interrupted or restricted for essential hardware or software maintenance.

1.8 For the duration of the lease period, the Patron may only study and keep in the Study Room documents properly borrowed using their Patron Account. The Patron must return documents from the Open Stacks intended for on-site study to the designated place at the end of the opening hours on the relevant day. The penalty for violation of this rule is the cancellation of the Study Room reservation or the revocation of the right to use this IL service – see the IL Conditions of Use part 7.10.

1.9 A Patron also has the right to take documents borrowed from the collections of Czech and foreign libraries (DILS/IILS) into the Study Room.

1.10 In a Study Room it is forbidden to keep any type of food, anything perishable or alive, dangerous objects and any chemicals. The penalty for violation of this rule is the

cancellation of the Study Room reservation or the revocation of the right to use this IL service – see the [IL Conditions of Use](#) part 7.10.

1.11 A Patron/Study Room user may not permit the entry of unauthorized persons.

1.12 Patrons may connect to the internet in a Study Room over Wi-Fi using their own portable devices (notebook, tablet etc.)

1.13 A Patron is only authorized to use homologated electric devices in Study Rooms.

1.14 In Study Rooms, it is forbidden to take out, bring in or move furnishings, equipment, chairs etc. and manipulate the furnishings of the Study Room in any other manner. The number of study places is limited by the capacity of the relevant Study Room. If a violation of rules is discovered, the reservation will be cancelled with immediate effect and without any entitlement to the refund of the fee.

1.15 After the end of the lease, the Patron must return the Study Room in a clean and tidy condition without damage.

## **2. Individual Carrels**

2.1 Individual carrels are intended for short or long lease for individual study and scientific work. Study Rooms are equipped with electricity and data sockets.

2.2 Individual carrels (No. 1–27) are located in the protected public area on Floor 6. Individual carrel No 7 is intended for short-term leases, individual carrels No. 1–6, and 8–27 for long-term leases (whole semesters). Individual carrels No. 7 and No. 21 are barrier-free and have two study places, while the other individual carrels have a single study places each. Carrel tenants may invite a guest into their leased carrel and also borrow a chair from the Open Stacks for this purpose. The borrowed chair must be returned after the visit. The carrel tenant is fully responsible for the guest and for any damage they cause.

2.3 Only Patrons in specific groups and who have no outstanding liabilities towards the library are authorized to use carrels (see the [Access & Privileges Tool](#)) pursuant to the [Service Differentiation Principles \(Patron Privileges\)](#). Pre-reservation is performed via the online form on the NTK website.

2.4 Individual carrel No 7. is intended for short-term lease by Patrons who require a barrier-free room for half or a whole day. Reservations may be made at the information desk on the ground floor. The Patron will be granted access to the allocated carrel upon request.

2.5 Individual carrels for long-term lease are leased to Patrons for whole semesters (meaning 20 weeks) or for two semesters (meaning 40 weeks). In the event of significant excess demand for a carrel for long-term lease, NTK reserves the right to allocate such carrels based on a public lottery of Patrons with pre-reservations who meet the conditions for the lease of a carrel. After payment of the set fee – see the [NTK Services and Fees Pricelist](#) – the Patron will be granted access to the allocated carrel.

## **3. Team Study Rooms**

3.1 Team Study Rooms (No. 1–18) with capacities of 8 to 10 study places and small Team Study Rooms (No. 28–29) with a capacity of 4 study places are primarily intended for team/group work, the joint resolution of assignments, etc. They are

located in the protected public areas on Floors 4 to 6. The Study Rooms are equipped with electricity and data sockets and magnetic whiteboards. Misuse of the discounted rent for Team Study Rooms for commercial purposes may lead to the temporary or permanent revocation of the possibility to use the IL services and financial compensation will be sought. Additional information on the commercial use of Study Rooms can be found at [www.techlib.cz/en/2717](http://www.techlib.cz/en/2717).

3.2 Study Rooms are intended to be leased for one hour/several hours, half a day and a whole day or week. After payment of the set fee – see the [NTK Services and Fees Pricelist](#) – the Patron (and their guests) are permitted to enter the allocated Study Room from the chosen time. A reservation may be cancelled with the refund of the fee no later than 24 hours before the start of the service.

#### **4. Quiet Study Room**

4.1 The Quiet Study Room is located in the protected public area on Floor 3 in sector A. It is intended for IL Patrons. The Study Room is furnished with 20 study places, and the tables have electricity and data sockets. The use of this Study Room is governed by the rules on display inside the Study Room. In the Quiet Study Room, Patrons have the right to use only a single study places. If all the study places in the Study Room are occupied, you may not wait for a vacancy in the Study Room.

#### **5. Computer Classrooms**

5.1 The computer classrooms (No. 1–4) are located in the protected public areas on Floors 3 and 4. They are intended for educational activities for 30 to 50 people, during which support and use of computer equipment is required. The classrooms allow the connection of each workplace to the data network, and are equipped with magnetic whiteboards and audio-visual equipment intended for the education process.

5.2 The classrooms are intended for Patrons to lease by hour(s), a half-day, whole-day or week. After payment of the fee – see the [NTK Services and Fees Pricelist](#) – the Patron will be able to access the allocated classroom.

5.3 Classroom No. 4 is currently under a long-term contractual lease to the CTU.

#### **6. After Hours Study Room**

6.1 This Study Room is available for short-term leases on business days between 10:30 a.m. and 9:00 p.m. It may be leased for seminars, workshops, and other events accompanying conferences and other events organized in the adjacent conference hall.

6.2 Users will be permitted to enter the Study Room after the payment of the fee – see the [NTK Services and Fees Pricelist](#).

In Prague, dated March 17, 2022

NTK director

Ing. **Martin Svoboda** m. p.